

**ASSISTANT FIRE CHIEF  
STUDY GUIDE**

A written examination for the class of **ASSISTANT FIRE CHIEF** to be administered in **SULPHUR** on **OCTOBER 27, 2005**, will consist of approximately 140 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>FIRE ADMINISTRATION</b>  Knowledge of the principles of effective fire service management and administration, involving management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management; and budget preparation.	30.7%
<b>MANAGING EQUIPMENT/PROPERTY/SUPPLIES</b>  Knowledge of the general care, maintenance, and purchasing of equipment, property and supplies, including verifying that equipment is tested and meets applicable standards.	11.4%
<b>RECORDS &amp; REPORTS</b>  Knowledge of effective records-management practices, including preparation, content, and control; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports	11.4%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media and the public.	11.4%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	22.9%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>FIREGROUND COMMAND</b>  Knowledge of fireground command procedures sufficient to direct emergency scene operations and to supervise subordinate employees at the scene of an emergency in the following areas; rescue, salvage, overhaul, emergency medical services; maintaining fireground communications; and handling hazardous materials.	12.1%

### **REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### **PRIMARY REFERENCE MATERIAL**

#### **OTHER RECOMMENDED PUBLICATIONS:**

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**MANAGING FIRE AND RESCUE SERVICES**, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

#### **NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**MANAGEMENT IN THE FIRE SERVICE**, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 3rd ed., 1999.

**FIRE PROTECTION HANDBOOK**, NFPA, 19th ed., 2003.

#### **OTHER RECOMMENDED PUBLICATIONS:**

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

**NATIONAL FIRE INCIDENT REPORTING SYSTEM**, (NFIRS), Office of State Fire

Marshall/LA Department of Public Safety, January 1992. Published by: LA Division of Administration, Administrative Services, P.O. Box 44095, Baton Rouge, LA 70804.

**NOTE: Available through Office of State Fire Marshal, 5150 Florida Boulevard, Baton Rouge, LA 70806.**

**INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS** (Training Manuals):

Essentials of Firefighting, 4th ed., 1998.  
Fire and Life Safety Educator, 2nd ed., 1997.  
Public Information Officer, 1st ed., 1999.  
Fire Hose Practices, 8th ed., 2004.  
Fire Department Safety Officer, 1st ed., 2001.

**OTHER RECOMMENDED PUBLICATIONS:**

**FIRE SUPPRESSION RATING SCHEDULE**, Insurance Services Office (ISO), 160 Water St., New York, N.Y. 10038, 1980.

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**NATIONAL FIRE CODES/STANDARDS (NFC):**

**NFPA #1500 - Fire Department Occupational Safety and Health Program**, NFPA, 1997 edition.

**OTHER RECOMMENDED PUBLICATIONS:**

**RESPONDING TO THE MASS CASUALTY INCIDENT**, Butman, Alexander M., EMSI/Emergency Training, Miller Landing, Bld. 200, 150 North Miller Road, Akron, Ohio, 44313, 1986.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.

